



# School Guide

## 2016 - 2017



COMPASS INTERNATIONAL SCHOOL  
DOHA

A NORD ANGLIA EDUCATION SCHOOL

# Welcome to our school

At Compass International School Doha, we inspire all our students to be ambitious.

We will offer them an inspiring and engaging curriculum in a warm, welcoming and supportive environment to meet the needs of every child. Our expert staff will blend opportunity, challenge and support to ensure that every child has a superior education.

Across the three campuses we educate around 1600 students from over 70 different nationalities.

# Message from the Executive Principal

Welcome to Compass International School Doha. We hope you find this School Guide a useful source of information to help you understand how we do things here and what makes us the right choice for your child.

As an international school with over 70 nationalities represented by our student body, we are keen to promote the highest educational standards in all that we do. In our Primary School (Early Years – Year 6), we follow the Early Years Foundation Stage (EYFS) and the International Primary Curriculum (IPC) alongside the key skills of literacy (English) and numeracy (mathematics) within the English National Curriculum. Our Secondary School caters for students aged 11-18. In Key Stage 3 (ages 11-14), we use the English National Curriculum as our foundation. In Key Stage 4 (ages 14-16), we offer IGCSE and GCSE courses. These are then followed by the International Baccalaureate Diploma Programme (ages 16 - 18). We run our Primary and Secondary curriculum programmes alongside specialised courses for our local Qatari students. The school is delighted to have been recognised as meeting the standards of the Qatar National Schools Accreditation through the Ministry of Education, Evaluation Institute.



As part of the Nord Anglia International Schools' network, we are able to access some of the unique features offered by our family of over 40 schools worldwide. Most significant of these advantages is the support for students and staff through the Global Campus.

Students from Year 4 (aged 8) and above can benefit from access to the Nord Anglia Global Classroom, where they are able to view and share work with students from around the world. Last year, two of our students were selected to have their short stories published in the Nord Anglia Anthology. The Global Classroom offers a range of face-to-face programmes for students through our growing list of expeditions, access to our Expedition Centre in Tanzania or mountaineering in Switzerland. More recently, the Global Classroom has offered a select group of musicians the chance to travel to New York to form the Global Orchestra and Global Choir. Last year, students joined this musical event in America. We are the only International Schools' Group to have a formal partnership with The Juilliard School in New York, arguably the most prestigious school of performing arts in the world. Our global links with leading educational providers also includes our unique collaboration with Massachusetts Institute of Technology (MIT). This partnership offers unique learning opportunities for our students.

Central to our work with students is the relationship with parents. We want to make sure that you feel involved in your child's education and engaged in the life of the school. We have an active Parent Teacher Association and Community Group. These willing volunteers work with our staff to put on a range of social events from coffee mornings, film nights, family picnics and the Great Spring Fete. We encourage all families to join us at these events and welcome support from those who wish to support the PTA as volunteers.

If after reading this guide you have suggestions for additional information or if you have any further questions about the life and work of our school, please do not hesitate to contact us at [info.cisd@nais.qa](mailto:info.cisd@nais.qa)

Kind Regards,

**Dr Terry Creissen** OBE MBA MA FCIM FRSA



## Who Are We?

We are a private co-educational primary and secondary school set across three campuses in Doha, Qatar - Madinat Khalifa, Gharaffa and Rayyan.

Compass Gharaffa and Rayyan specialise in the education of children from age 3 – 11. Children from Compass Gharaffa and Compass Rayyan usually transfer for Year 7 to our Madinat Khalifa campus, subject to meeting the entry criteria. Madinat Khalifa offers education for children aged 5 to 19. It offers both primary and secondary level education on the same campus, leading to the prestigious International Baccalaureate Diploma Programme.

Our school was founded in 2006 and became part of the Nord Anglia Education family in September 2013. Nord Anglia is one of the world's leading premium International School Organisations with over 4 schools across 34 locations in 15 countries, educating a total of 35,000 students. We work closely with our family of schools across the world to share best practice in all areas of education. We are therefore able to offer the benefits of a small school environment with all the advantages of being a 'Global Campus'.

You can find out more about Nord Anglia Education via [www.nordangliaeducation.com](http://www.nordangliaeducation.com)



## Our Philosophy

Our Nord Anglia schools are united by our common philosophy, to 'Be Ambitious' for our students and staff. We are committed to helping your child achieve outstanding academic, social and personal excellence and we are committed to employing only the very best staff.

We believe that:

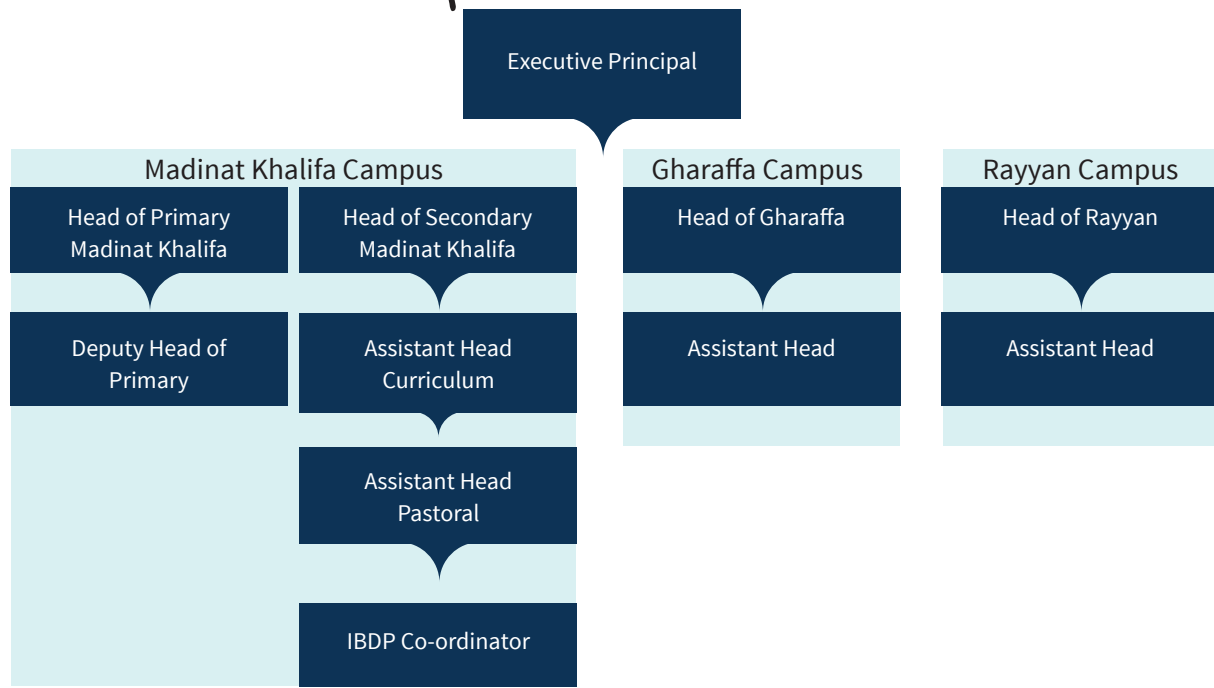
- There is no limit to what every student can achieve.
- Creativity and challenge help us become better every day.
- Learning should be personalised to each child.
- Unique global opportunities enhance every student's learning experience.

## We are truly international

At Compass International School Doha we have over 70 different nationalities. We celebrate this diversity through our curriculum, regular assemblies, National Day activities and our annual International Day event. Our students learn about other

countries, cultures and customs and will leave our schools with a greater understanding and respect for their 'brothers and sisters' around the world. They really are 'Global Citizens'.

# Compass International School, Doha Senior Leadership Team Structure



## Our facilities

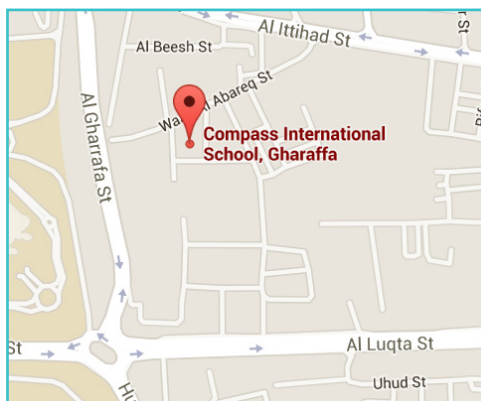
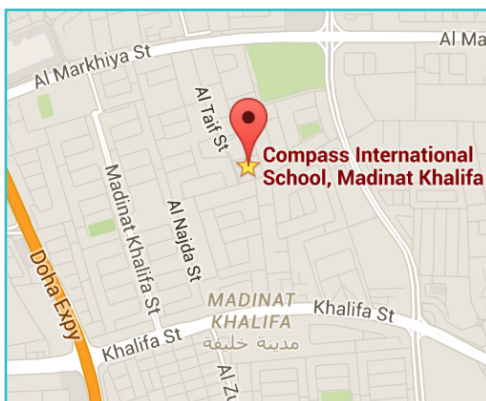
Our campuses have specialist facilities including swimming pools, specialist rooms for science, music, art, ICT and languages, multi-purpose sports halls, sport pitches and play and picnic areas. Our classrooms are bright and welcoming and

are equipped with the latest technology including interactive whiteboards, laptops and iPads. For our specific location details, please visit our website at [www.cisdoha.com](http://www.cisdoha.com)

## Campus Locations

All three of our campuses enjoy excellent locations and easy accessible locations in Doha, Madinat Khalifa campus is located close to Landmark Shopping Mall, just off Al Baihaqi Street. Gharaffa campus can be found just off Waab Al Abareq Street between Al Gharaffa Street and Al Luqta Street,

near the Qatar National Convention Centre and Ezdan Mall. Rayyan Campus is situated just off the Equestrian roundabout, between Furosiya and Al Qalah Streets.



# Curriculum

## The Primary Curriculum

We follow the Early Years Foundation Stage (EYFS) approach from the United Kingdom (UK). This is a play-based provision, focusing on developing independence and early language and mathematics skills. The students direct their own learning under the supervision of our skilled Early Years educators. The classrooms and outdoor areas interlink and children are allowed to free flow through to activities of their choice. There are dedicated and separate outdoor play areas for EY1 and EY2. Outdoor provision is a key part of the Early Years offering at Compass. The Early Years departments are led by experienced and highly skilled UK trained Early Year specialists.

Our Primary Curriculum is based upon the highly respected National Curriculum for England 2014. You can find out more about this curriculum at:  
[www.risingstars-uk.com/free-stuff/national-curriculum-parents-guide](http://www.risingstars-uk.com/free-stuff/national-curriculum-parents-guide)

At the end of each academic year the students will be assessed against the criteria set in this curriculum for English and maths. Other subjects are grouped into themes and studied together through our exciting International Primary Curriculum (IPC). You can find out more about the IPC at: [www.greatlearning.com/ipc](http://www.greatlearning.com/ipc)

We organise an 'Entry Point' at the start of each IPC theme and then an 'Exit Point' at the end of that theme. The Exit Point might take the form of an exhibition, an assembly or an invitation to come into class to see what the students have been learning. Parents are encouraged to come along to these events and to share their children's learning and excitement.

Languages, music and PE are taught by specialist teachers. At all our campuses, students have the opportunity to learn French depending on which year group they are in, while our secondary students have the option to study Spanish. We offer basic Arabic for non-native speakers as an ECA and we run the NTC (Nederlandse Tael en Cultuur lessen) approved Dutch Language programme for Dutch first language speakers.

Our collaboration with MIT will see students experiencing the STEAM (science, technology, engineering, visual arts, mathematics) programme, the multi-disciplinary approach pioneered by MIT.

Our music curriculum has been designed in collaboration with the world renowned Juilliard school and gives a unique opportunity to learn about music through iconic works and regular connections with practicing musicians.

We also offer Arabic Language, Islamic Studies and Qatari History taught in Arabic in line with the guidelines from the Ministry of Education and Higher Education for Qatar. This curriculum has slightly reduced amounts of IPC and specialist tuition but must be followed by our Qatari students.

One of our key priorities is to ensure that all students have a strong grasp of the English language as soon as possible. We have an active English as an Additional Language (EAL) department, including specialist staff who can assist children starting with no English at all. We have very close links with local providers who can provide after school and holiday English classes for children of all ages.





## The Secondary Curriculum

In the Secondary School (Junior High), we draw our learning programmes from the English National Curriculum, which is excellent preparation for the IGCSE course for Year 10 to 11 (ages 14-16).

The curriculum builds on children's knowledge, gives them the tools and confidence to critique what they hear and see, and to embark on their own learning outside the classroom.

The National Curriculum encompasses English, Maths, Science, History, Geography, Information Communication Technology, Music, Art and Design, Physical Education and Modern Foreign Languages.



## International General Certificate of Secondary Education (IGCSE)

We follow the Cambridge and EdExcel IGCSE Examination Courses. The International General Certificate of Secondary Education is an international version of the GCSE exams, which form part of the globally recognised British Curriculum.

These externally assessed examinations test the skills of students in all the major subject areas. The courses of study are based on a well-structured and valued curriculum, which has been developed by some of the world's finest educators.

The IGCSE exams are built on a number of core subjects. All students are required to take Mathematics, English and Science.

Beyond this, they are offered a number of options for additional subjects.

These include:

- Business Studies
- Economics
- French
- Spanish
- Arabic
- Dutch
- Geography
- History
- ICT
- Physical Education
- Music
- Art and Design
- History
- Psychology

# Curriculum

## International Baccalaureate Diploma Programme (IBDP)

At age 16 and above (Years 12 and 13), students can apply to study for the International Baccalaureate Diploma Programme (IBDP). This two-year course is a balanced academic programme, building confidence and leadership as well as broadening the students' understanding of world cultures.

The IB Diploma presents a variety of challenges for the student. For the full diploma, students must study six subjects, complete an extended essay, complete the Creativity, Activity, Service (CAS) section, and study a "Theory of Knowledge" course which promotes critical thinking and analysis. This globally recognised course prepares students for entry to the world's finest universities.

As well as the six subject groups, the IBDP requires students to complete an Extended Essay. Students must research a topic of their choice and write an essay of up to 4,000 words that demonstrates writing proficiency and independent thought.

The CAS section requires students to complete 8 learning outcomes, re-enforcing their feeling of responsibility to a wider community and fostering empathy, collaboration and compassion.

The Theory of Knowledge course challenges students to look at how and why knowledge is gained, bolstering their critical thinking abilities and enabling them to analyse and reflect on situations in all areas of life.

### Group 1 - Studies in English Language and Literature

- Language A: Language and Literature – HL/SL

### Group 2 - Language Acquisition

- French B – HL/SL
- Spanish B – HL/SL
- Spanish ab initio – SL

### Group 3 - Individuals and Societies

- Business Management – HL/SL
- Geography – HL/SL
- History – HL/SL

### Group 4 - Sciences

- Biology – HL/SL
- Chemistry – HL/SL
- Physics – HL/SL
- Sports Exercise and Health Science (SL only)

### Group 5 - Mathematics

- Mathematics – HL
- Mathematics - SL
- Mathematical Studies -SL

### Group 6 - The Arts

- Visual Arts – HL/SL

Subjects are 'blocked together' to enable the school timetable to be created. Therefore certain subjects cannot be chosen together.





# Curriculum

## Languages

In Primary, students have the opportunity to study French from Years 1 to 6. At Madinat Khalifa we offer French from Year 1 through to IBDP and Spanish from Year 7 to IBDP.

Qatari Nationals and other native Arabic speakers study Arabic in line with the Ministry of Education and Higher Education and we offer Arabic for non-native speakers as part of our enrichment programme.

Our Dutch and Belgian population are able to follow the fully accredited LanguageOne Dutch Programme, overseen by our cross school Dutch Co-ordinator. We also offer the Dutch language and culture as an extra-curricular option as part of the LanguageOne Programme for all native Dutch speakers throughout Qatar.

## Physical

Our PE and Sport programmes are an important and compulsory part of our curriculum and include games, netball, football, basketball, gymnastics, athletics, dance and swimming amongst others.

We have our own specialist teachers and coaches for sport and swimming, we invite in specialist coaches from our local partner organisations to lead lessons. Teachers will be in touch with further details about which day students will need kit / costumes for their PE and swim days so please make sure that the relevant kit / costume is in school on the right day. We will be entering squads into a lot of local and regional competitions and we are often invited to send teams to competitions.



## Music

In Primary, students have the opportunity to take part in musical activities as part of their IPC themes. In addition students following the International Curriculum stream have additional music lessons.

In Secondary music, students in Years 7-9 have weekly class-based music lessons. From Year 10, music is an optional subject. All students can choose to take up a musical instrument and enjoy private music tuition as a paid after-school activity. Please contact the school office for more information.

There are numerous after school musical activities, termly concerts and an annual school production. The students will attend concerts and will have musicians visit them in school too.



# Curriculum

## International Award

The Duke of Edinburgh's International Award is the world's leading youth achievement award, operating in over 140 countries and territories around the globe. The names of individual operating authorities often differ from nation to nation, but the Award and its unique reputation with employers, policy makers and leaders in society remain unchanged and consistent.

To date, over 8 million young people have started their Award and begun their journey to a brighter future.

The Award is available to all young people aged 14 to 24. It is voluntary, non-competitive, enjoyable and balanced, and requires sustained effort over time. The Award encourages young people to design their own programme of activities, set their own goals and challenge themselves to achieve their aims.

There are three levels to the awards, Bronze, Silver and Gold. Each level of the Award has four sections, these include: community service, physical recreation, skills development, the adventurous journey and a residential project.

At Madinat Khalifa, we celebrated our first cohort of Bronze Level participants who officially passed and received their certificates this year, making it the first six students to be awarded during the 60 year celebrations. They are already excited about the challenges of the Silver Award.

The Duke of Edinburgh's International Award will be open for new registrations at Bronze and Silver Level in September and offered as a weekly ECA.

Proud to support



## Global Campus

Our Global Campus will give your child access to explore the world through our safe, online, in school and international experiences. They will have the opportunity to learn by collaborating and learning with students from 42 schools in 15 countries on a daily basis, bringing our students together on expeditions, performances and in the virtual world of the Global Classroom. They will be able to take part in competitions and challenges and to share ideas with friends across the world.

Learn more about our Global Campus online at:  
[www.nordangliaeducation.com/our-schools/doha/madinat-khalifa/globalcampus](http://www.nordangliaeducation.com/our-schools/doha/madinat-khalifa/globalcampus)  
Watch the video at:  
[www.youtube.com/watch?v=5s88TINwEk8](http://www.youtube.com/watch?v=5s88TINwEk8)





All you  
need to  
know

## Drop off Arrangements

Early Years should be escorted to their classroom. Year 1 to Year 6 students should assemble in the playground and will be escorted to their classroom by their class teacher. Year 7 to Year 11 students must wait under the outside covered area until school starts at 07.15, then students must go to their Form Classroom for registration. IBDP students can go directly to the IB suite when they arrive at school.

### Madinat Khalifa

There are dedicated drop off areas, as well as parking facilities for all of our parents.

#### Front Entrance

Before and after school: This is the drop-off point for cars and pedestrian access only into our school grounds. Buses do not use this entrance.

#### Side Entrance

Access for vehicles only, NO pedestrian access.

Before school: This is a drop-off zone for cars and school buses. Vehicles enter through the gate into the layby, drop-off and then exit through the second gate. Cars cannot be left unattended in this area.

After school: Only school buses use this entrance, cars are not allowed to drive through. You will need to park and enter the school on foot through the front entrance.

### Gharaffa

Please use the main front entrance for drop off. Parking areas are situated at the front, side and rear of the school.

### Rayyan

Please use the front of school to park and bring your child into school through the main front gate. The rear gate can also be used for parking.

Please help us to keep your child safe by following the instructions of our security staff who do a wonderful job organising the parking at the start and end of the day.





# All you need to know

## Timings

### Gharaffa and Rayyan

#### Early Years

- 7.15 Drop off in classroom
- 13.20 End of school day
- 13.30 ECAs start for Early Years 2
- 14.40 ECAs end

#### Years 1 - 2

- 7.15 All students in class
- 7.20 Registration
- 7.30 Lessons begin
- 9.00 First Break
- 9.30 Lessons
- 11.30 Lunch Break
- 12.00 Lessons
- 13.30 End of school day
- 13.30 ECAs start
- 13.30 School buses depart
- 14.30 ECAs end

#### Years 3 to 6

- 7.15 All students in class
- 7.20 Registration
- 7.30 Lessons begin
- 9.30 First Break
- 10.00 Lessons
- 12.00 Lunch Break
- 12.30 Lessons
- 13.30 End of school day
- 13.30 ECAs start
- 13.30 School buses depart
- 14.30 ECAs end

### Madinat Khalifa

#### Years 1 - 6

- 7.15 All students in class
- 7.20 Registration
- 7.30 Lessons begin
- 9.00 First Break
- 9.30 Lessons
- 11.30 Lunch Break
- 12.00 Lessons
- 13.30 End of school day
- 13.30 ECAs start
- 13.45 School buses depart
- 14.30 ECAs end

#### Years 7 - 14

- 7.15 Registration/form time
- 7.30 Lesson 1
- 8.30 Lesson 2
- 9.30 Break time
- 10.00 Lesson 3
- 11.00 Lesson 4
- 12.00 Lunch Break
- 12.30 Lesson 5
- 13.30 ECAs start
- 13:30 School finishes Year 7 -11
- 13.30 ECAs start
- 13.30 Lesson 6 for IB students
- 13:45 School buses depart
- 14:30 ECAs end, school finishes

# All you need to know

## Finishing Times

School finishes at 13:20pm for Early Years, 13:30pm for Years 1 to 11 and 14:30pm for our IBDP students. It is very important that your child is collected on time. Students should only be in school after 13:30pm if they are attending an ECA and then they need to

be collected on time at 14:30pm. Students cannot stay in school while their sibling is attending an ECA. Arrangements must be made for all children to be collected at the correct time.

## Primary End of Day

All Primary Class teachers will escort their class out of the classroom at 13.30pm and stand in allocated areas in the school playground. Parents should collect their child from the class teacher. Primary students will not be allowed to leave the school campus without the supervision of an adult or designated older sibling.

Please be advised that parents are responsible for the supervision of their children after dismissal at 13:30 unless they are attending an ECA. The latest a student can stay after school, if not attending an ECA, is 13:45. If the student is doing an ECA, the latest pick up time is 14:45.

## Secondary End of Day

All Secondary and IBDP students can make their own way out of school after classes finish for the day. They should then go to the designated area where parents have agreed to meet them.

Please be advised that parents are responsible for the supervision of the students after dismissal at 13:30 unless they are attending an ECA. The latest a student can stay after school, if not attending an ECA, is 13:45. If the student is doing an ECA, the latest pick up time is 14:45.

## Breaks, snacks and lunch

We have two break sessions per day, these are supervised by our duty staff. Please bring a healthy snack and lunch to school. We operate a strict nut free policy. Please do not pack any glass containers or bottles as these could break and cause an injury.

child has forgotten their lunch, please deliver it to the School Reception and it will be sent to your child's class. It is essential that a clean, re-fillable water bottle be sent every day. Water bottles can be replenished at school.

Please ensure that your child's lunch box is kept cool with an ice pack and that the box is clearly labeled with their name. If your

During outdoor recreation, sport or learning activities, we expect students to wear school caps.



# All you need to know

## Extra-Curricular Activities

A wide range of afterschool activities are offered each term including football, arts and crafts, music, fencing, chess, sailing, basketball, golf, horse riding, cricket, tag rugby, funky fitness, taekwondo, swimming squads and splash time, Lego, choir, dodgeball, maths catch up, Islamic Studies, French Club, Spanish Club, Mandarin Club, Danish Club, story club, Mad Science and many more.

Our on-site ECA clubs run from 1:30pm until 2:30pm. They are available to book within the first week of each term via our online service run by Legacy Sports. These links will be communicated to parents.

Places are offered on a first come first served basis and we will operate a wait list for popular clubs. We cannot guarantee your child a place on a particular ECA. However, we will try to ensure that everyone gets the opportunity to experience every activity they wish to, at some point in the school year.

Most of our clubs are free of charge but where an external supplier is contracted for activities such as fencing, golf, judo, taekwondo, sailing or musical instrument tuition an additional charge is made and paid directly to the supplier.

## Equipment Required for School

### Early Years and Primary

For Early Years, Years 1 and 2, the school will provide stationery equipment for students.

From Years 3 to 6, students will be expected to bring their own stationery equipment to school to encourage independence and organisational skills.

They will need the following:

- Pencil case
- Two HB pencils
- Coloured pencils
- Two erasers
- A pencil sharpener
- A pair of scissors
- 15cm ruler
- School bag
- Book bag
- Cooler box for lunch
- Re-fillable water bottle

Equipment will need to be replaced as and when needed. Please remember to label your stationery with permanent marker pen.

### Secondary

Your child is expected to come to school equipped and ready to learn. As an absolute minimum they must come with the following:

A pencil case with their name on it that is big enough to hold everything below:

- Blue or black pens for normal writing
- Other coloured pens for emphasis
- Pencils (HB and 2B pencil is a good mix)
- Pencil sharpener
- Eraser
- Ruler

Your child will find they get more out of their lessons if they get used to carrying and using a wider range of tools to help them learn. We would suggest that they may find the following useful:

- Protractor
- Compasses
- Glue stick
- Small scissors with rounded tips
- Scientific calculator (Casio fx-83 recommended for years 7-11)
- Highlighters (at least three different colours)
- Coloured pencils
- USB memory stick (4Gb or more)
- Correcting fluids are not allowed in school





# All you need to know

## School Uniform

Uniforms are available for purchase from two suppliers, Uniform Mart and Ascot Uniforms.

Ascot Uniforms supply the Primary uniform, which has the school logo and design. Order forms are available at each of the campuses reception areas or order online at [www.ascot-uniforms.com/compass-international-school-doha.html](http://www.ascot-uniforms.com/compass-international-school-doha.html)

Uniform Mart supply our Secondary uniform.

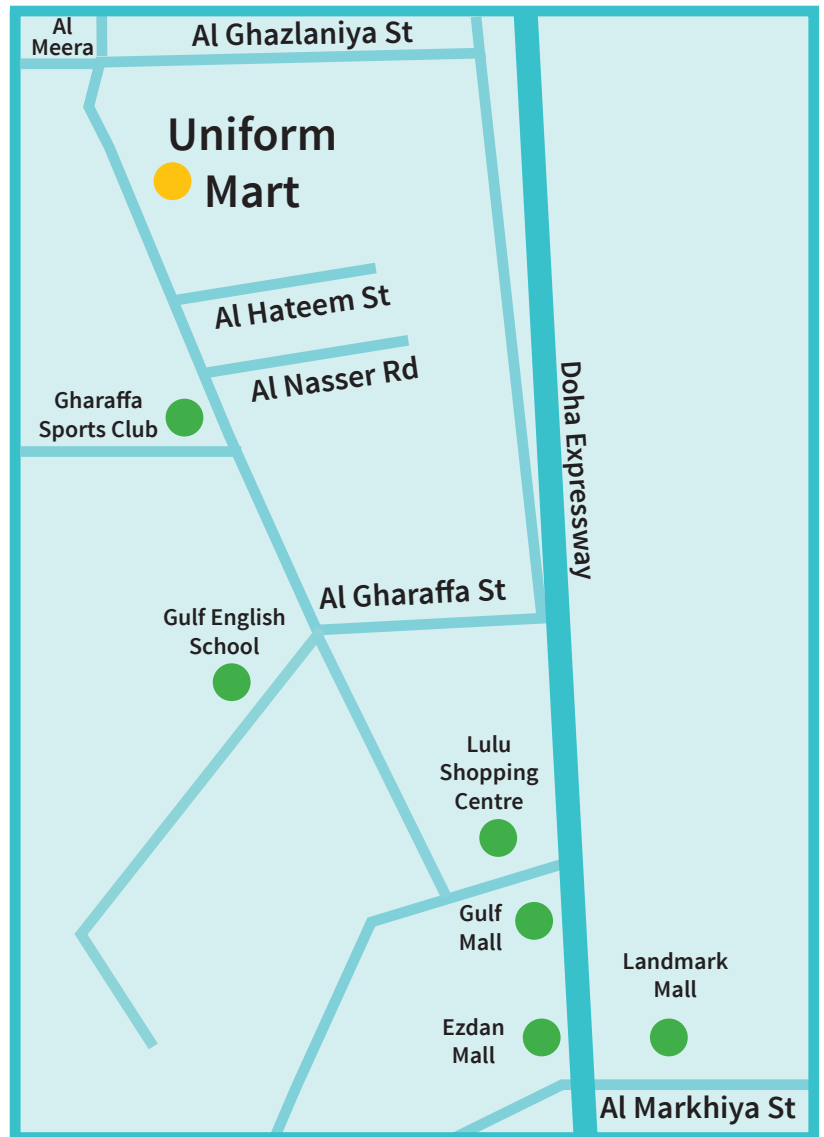
Tel: +974 (4) 4469 1459 or 4411 5925

Email: [uniformmart@gmail.com](mailto:uniformmart@gmail.com)

Opening hours:

Normally open Saturday to Thursday 10:00am to 19:00, but please call to check before visiting.

All of our students are expected to wear the official school uniform. They help our students identify closely with the pride of being part of Compass International School.



## Bus Services

Compass International School, Doha, does not operate its own transport service, but we do work with Tri Logistics, who provide a daily transport service to our campuses.

The arrangement is private between yourselves and Tri Logistics and payment should be made to Tri Logistics direct. For details of bus routes, compound pickup /drop off times please refer to our website:

<http://www.nordangliaeducation.com/our-schools/doha/madinat-khalifa/parent-essentials/bus-transportation>

Tri Logistics Contact Details:

Ms. Shahani Gallego

Telephone: +974 (0) 5532 8456

E-mail: [compass@trilogistic.com](mailto:compass@trilogistic.com)

Website: [www.trilogistic.com](http://www.trilogistic.com)

# All you need to know

## Primary Uniform

### School Uniform

- Yellow polo shirts (with school logo)
- Navy blue trousers/shorts/skirts
- Plain black closed sandals or shoes
- Official school caps to be worn from the start of the Academic Year
- Trainers are not allowed to be worn to school, unless as part of the PE uniform

### Physical Education Uniform

- Compass polo shirt (dry fit)
- Navy blue Compass shorts (dry fit)
- Navy blue tracksuit bottoms for winter months
- PE plimsolls/trainers
- Girls – One piece navy blue swimming suit, swimming cap, flip-flops or similar
- Boys – Navy blue swimming shorts/trunks, swimming cap, flip-flops or similar

### Changing for Swimming and PE

- Early Years and Year 1 students may wear their PE kit all day when they have PE lessons.
- At Madinat Khalifa and Gharaffa, all other students are expected to wear full school uniform to and from school and change for PE lessons.
- At Rayyan, all students wear their kit to school for PE lessons.
- At Madinat Khalifa and Gharaffa, if students in Years 2 to 6 have PE for their first lesson, they may wear their PE kit to school, but they must change into full school uniform after the lesson.
- At Madinat Khalifa and Gharaffa, if students in Years 2 to 6 have PE for their last lesson, they may go home in their PE kit.
- Students may come to school with their swimming costume underneath their uniform if they wish, when they have morning swimming lessons. Changing rooms are located next to the swimming pool.
- On swimming days please provide your child with a long t-shirt cover-up to preserve modesty when walking between the changing room and the pool.



# All you need to know

## Secondary Uniform

### Years 7 – 11 School Uniform

- Black, flat, formal shoes (no trainers, plimsolls, basketball shoes, sandals, open-toed shoes or high heels, please). If you wear alternative shoes for medical reasons, you must provide a medical note to our School Nurse. Permission from your parents is not sufficient, a formal medical note is required.
- Smart, tailored navy blue trousers/shorts/skirts. Skirts should be worn as designed, to knee length or longer and not rolled-up or otherwise shortened. Leggings, cropped or tight fitted trousers and jeans of any kind are not allowed.
- Light blue shirt or blouse with the school logo.
- Although the school fleece is preferable, you are allowed to wear a plain navy blue cardigan or jumper inside the school building. You may also wear the school fleece or an appropriate coat in a plain dark colour outside at break time in the cooler months. You are not allowed to wear a heavily patterned coat, an informal coat or a hoodie.
- T-shirts and other underwear worn under school shirts and blouses should be plain white, and tucked into, skirts or trousers.
- Navy blue school cap with logo. Branded sports caps or those of an alternative colour should not be brought to school.

### Physical Education Uniform

- Navy sports shorts.
- Blue school PE t-shirt.
- Girls: One piece swimming suit and swimming cap.
- Boys: Swimming shorts / trunks and swimming cap.
- PE plimsolls / trainers / flip-flops for swimming.
- Please remember to label your kit with a permanent marker pen.

### Helpful Hint

Make sure all of your child's uniform and equipment is clearly labelled with their name. This keeps lost items to a minimum and saves confusion.

### International Baccalaureate Student Uniform

Our senior students studying for the International Baccalaureate Diploma Programme are not required to wear the school uniform. Instead, they are expected to dress in smart, business attire in line with their status as senior students and role models in our school.

### Uniform: All students

Accessories available to purchase at Uniform Mart or Ascot Uniforms

- School fleece jackets
- School cap
- School Book Bag
- Sport kit bag
- Back packs which are suitable for school bags (Uniform Mart only)

### Personal Appearance

- Simple stud earrings in the lobes of students' ears may be worn, but other piercings are not allowed. Students may wear a watch but necklaces and bracelets are not allowed for health and safety reasons.
- Students should not wear their hair in an extreme style and long hair must be tied back during practical experiments and PE lessons.
- In years 7 to 11, girls may wear light makeup in natural, subtle shades only. Girls should not wear heavy mascara or eyeliner, nor should they wear nail varnish.

### Other

All clothing and equipment should be named so that mislaid items can be easily returned.

- Trolley type bags are considered a health and safety hazard and not permitted for use within school.
- Mobile phones and other electronic devices are not appropriate for use during the school day.



# School Policy

## Absences

Please contact the relevant school office: Gharaffa: 4034 9666, Rayyan: 4034 9777 or Madinat Khalifa: 4034 9888, as soon as you can if your child is unexpectedly absent from school due to illness or other unplanned events. If your child is absent due to illness, please send a note or medical certificate once they return to school.

Absences should be explained so that the follow up procedures can take place. Good attendance and time keeping leads to high achievement.

If your child is absent for a planned event, please write in advance to the Head of School, so that they are aware and can follow the necessary procedures. We do not encourage you to take your child out of school during term-time.

## Punctuality

Students are expected and required to arrive on time for registration and lessons and we ask that you ensure they arrive and are collected in good time. If your child arrives at school after registration they will be required to go to the school reception desk before class to sign the 'Late Book'. Parents are expected to do this for the younger students.

### Leaving Early for Medical or Other Appointments:

If your child is required to leave school early for essential appointments, we would ask that you follow the procedures outlined below:

- Please inform the class teacher in advance by letter or email.
- Report to the school reception when you come to collect your child and sign the necessary form, which will then be taken to the class teacher for signature.
- The signed form should be handed in to the security office at the main gates on departure.

## Behaviour

Good behaviour and discipline are key foundations for good education. Without a happy and orderly atmosphere effective teaching and learning cannot take place. We expect the highest standards of behaviour throughout our school. Courtesy, good manners and consideration for others, together with self-discipline and a proper respect for authority, are encouraged at all times and are important if we are to make our school a

true, caring community. We place great emphasis on praising our students for politeness and kindness to others. We find that children are naturally well behaved with praise, kindness and encouragement. At Rayyan and Gharaffa, as part of our Class Dojo system students who show exceptional or improved behaviour are rewarded with Dojo house points.

We respect every child and treat them with such and in return expect the same. Any serious behavioural concerns will always be discussed with parents. All students are expected to make a full contribution to the school and support the positive endeavours of all its members. Rules are essential for the benefit of all and we try to keep these as simple as possible.

They are:

- Students should behave in a responsible manner and are expected to do what they are told, when they are told, whilst under our care.
- Consideration, courtesy and respect should be shown at all times.
- Everyone should always try to understand other people's point of view.
- Students are expected to make it as easy as possible for everyone to learn, whether this takes place inside or outside the classroom.
- Students should show friendship, kindness and care toward others.
- Students should be sensible and quiet when in school.
- Students should speak politely to each other and to adults.
- Students should be silent whenever they are required to be.
- Students should take pride in their appearance.
- Students should remember that the school's reputation depends on the way they behave.
- Students should make every effort to attend every day and be punctual.

## Reports and Parent Teacher Consultations

Parent meetings are held termly throughout the year. We also provide two interim and one full end of year written report.

## Regular Class Emails and Dojo

We use our Communication Diaries and email as the preferred method of communication. Your child's class teacher will be in touch regularly via email. Whole-school communication, will be sent by the school secretary using our iSAMS (school database) email system.

Our Dojo system is used throughout our Primary schools to communicate what our students are doing in class during the day via Class Story.

# Communication with our school community

## Primary Communication Diary

Every primary pupil is issued with a Communications Diary and a folder. The book is for teachers and parents to communicate. Please check your child's Communication Diary each day for any notes written by the class teacher. In the same way, you can write any messages or concerns you wish to communicate to the school. The students should use this book to record homework, personal reminders and include the 'Reading is Fun' section. Please sign the diary daily so that you are aware of your child's homework requirements.

The School Folder is for school letters, documents, homework or reading books. Please check the folder daily and ensure that the Communications Book is placed in the folder every day.

## Secondary Learning Diary

Secondary students are issued with a School Learning Diary per term. This diary is a key tool of communication between parents and teachers. Please check your child's diary regularly to see homework that has been set out by the teachers. Parents should sign the diary on a weekly basis.

## Notice Boards

The school notice boards are situated outside the main front gate and, in some cases, in the pick up areas. Please keep an eye on the boards for general school information.

## Newsletters

We send out regular newsletters to all three of our schools. These newsletters include whole school news, information on events, important reminders as well as highlighting our whole school or individual achievements.

If your child has a particular success out of school, maybe in sport or music, it would be lovely to hear from you and to celebrate their success through our website and other social media pages.

## Parent Workshops





Regular parent workshops and presentations are held on various child development and curriculum based themes throughout the year.

## Website

Our website provides parents with regular news blogs, calendars, photographs and important dates. Please access the 'Essential Parent' section in the top right hand corner of our website. Our website can be found at [www.cisdoha.com](http://www.cisdoha.com) and we would encourage you to visit it regularly.

## Social Media

Please like and follow us on our Social Media pages:

-  Compass International School Doha (@CISDOHA)
-  @CompassDoha
-  Compass International School
-  @Compassdoha

You will find all our latest photo albums, news, videos, events and happenings.

## School Calendar

We produce a termly school calendar of important dates including activities and events, class assemblies and much more. The calendar will be emailed to you and will also appear on the school website under the 'Essential Parent' section.

## Annual School Year Book

At the end of the academic year, we produce our annual School Year Book. This is a wonderful publication that chronicles the full year of our schools news, events and activities.

## School Events

We hold many school events throughout the year, which quite often require children to dress-up in costume and bring in food contributions. The events are enormous fun and bring the whole school community together to learn and share. Please try to become involved and share your child's enthusiasm. Events include International Day, Qatar National Day, Book Week, school productions and our annual Sports Days.

# Communications

We produce one main school drama production per campus, for primary and secondary throughout the year as well as many opportunities for children to perform and showcase their talent through talent contests, assemblies and other presentations.

## School Trips

Every class enjoys school trips throughout the year. All trips will be communicated well in advance to allow parents to plan for the year. These trips are eagerly anticipated and always enjoyed!

### School Photographs for Marketing Purposes

The school takes photographs for use in classroom displays, promotional material, the school website and social media sites. All photographs are taken with respect and in line with cultural sensitivities.

In your school agreement form (contract) you will have been given the opportunity to opt out of having your child's photograph used for marketing purposes. If you do NOT wish your child to be photographed please inform the Admissions Office.

## Student Council

We run a successful Student Council with class representatives chosen by their peers to represent class interests. It is a way for our students to be heard and to take action in our school. It introduces our students to the formal meeting process and encourages them to develop responsibility and initiative.

## Eco Warriors

The Eco Warriors are a group of children that are selected by fellow classmates to promote an environmentally friendly and safe environment for our school.

## House Teams

On joining Compass, all students in school are placed into a school house, these are: North (red), South (blue), East (green) or West (yellow). Families are usually placed in the same house. During the year, the students attend house meetings, participate in house competitions and work on a variety of projects to gain house points. Every week, the house totals are called out in assembly. House t-shirts can be purchased from school in the first week of the new academic year.

## House Points - Primary

These are awarded throughout the year for outstanding presentation of work and homework; making a positive contribution in lessons; exceptional effort; showing leadership skills; achieving individual target grades; good behaviour and manners; and, being a good friend.

## House Points - Secondary

Student's house points will be logged electronically. House points can be checked in one of two ways:

1. Download a QR Tag Reader from your App store to scan the QR code which each student will paste into their Communication Diary.
2. Bookmark the URL shown in the sticker which is pasted into the diary. You can also use this site to check how many IB Learner Profile nominations your child has and why teachers have nominated them.

## Primary Assemblies

Assemblies are a big part of our school life and are linked to class topics, events or activities. Throughout the year each class takes a turn to organise and present an assembly to which parents are warmly invited. Our assemblies are also a means of celebrating special cultural events.

## Parent Involvement

We run a 'Friends of Compass School' (FCS) social committee at each campus. The parent community is very strong at our schools and we would encourage you to become involved either as an FCS member, a class representative, a volunteer to help with listening to reading or joining us for school trips. It is very much a two-way partnership at Compass and we welcome your suggestions, thoughts and help.

## Lost Property

If a pupil finds something that someone has lost, please hand it into the school Reception. If a pupil has lost something, they should inform their class teacher and check with reception. Items that have the owners name clearly labelled are easy to return. Please make sure you label all belongings.



# Communications

## Change of Contact Details

Please notify the school immediately of any changes to your address, telephone number or email. It is essential that we have updated emergency contacts for your child. As our main direct communication with you is via email, please ensure that you inform the school office of your preferred email contact details for all school communication.

## Invoicing and Tuition Fees

Any fee-related queries should be addressed directly to the Accounts Assistant in our Finance Department, please e-mail: [finance.mk@nais.qa](mailto:finance.mk@nais.qa).

Our Finance office is located at our Madinat Khalifa campus and can be contacted by calling the main school office at Madinat Khalifa on 4034 9852.

## Transferring or Withdrawing

As soon as you are aware that you will be leaving Qatar and wish to withdraw your child from Compass International School Doha, please contact our Admissions Office. You are required to complete a withdrawal form, so that we can make the necessary arrangements and inform the Ministry of Education. Contractual obligations will be overseen by our Finance office.

Students who wish to transfer to one of our other Doha schools to are required to submit a Transfer Request Form, available from our Admissions Office. Please note, whilst we will try to accommodate your request, it may not always be possible due to available places and different admissions criteria in our sister schools.

Please be advised that at the end of Year 6 transfer to Secondary School at Madinat Khalifa is not guaranteed. Students will be required to meet the right academic level in order for them to access the secondary curriculum. Whilst almost all of our students will successfully meet these academic standards, those requiring specialist support may not be suited to the high standards required by Madinat Khalifa Secondary School.

## Health and Safety

Each campus has a 'Nurses Room' with full-time, qualified nurses on hand should your child require medical assistance.

The school nurses visit classes throughout the year to speak about health issues and we invite local nursing students to come in to run health day activities and promotions. A qualified first aider is in attendance during school trips.

You will receive a Health Form as part of the admissions process. Please ensure that this is completed and returned to the school office before the start of the school year. Please also ensure that we have a copy of your child's health and vaccination records.

If your child visits the nurse during the school day and receives treatment, you will receive a call from the nurse to inform you and their visit and treatment will be recorded on our health and safety system.

For students who are too unwell to stay at school, you will receive a phone call from either the nurse or the school secretary. Your child will remain in bed in the nurses' office until you are able to collect them. If for any reason your child meets with a medical emergency that requires treatment, which the school nurse cannot provide, you will be contacted immediately and informed which hospital your child has been taken to. The school's hospital link is the Hamad Hospital.

Please do not send your child to school if they are unwell.

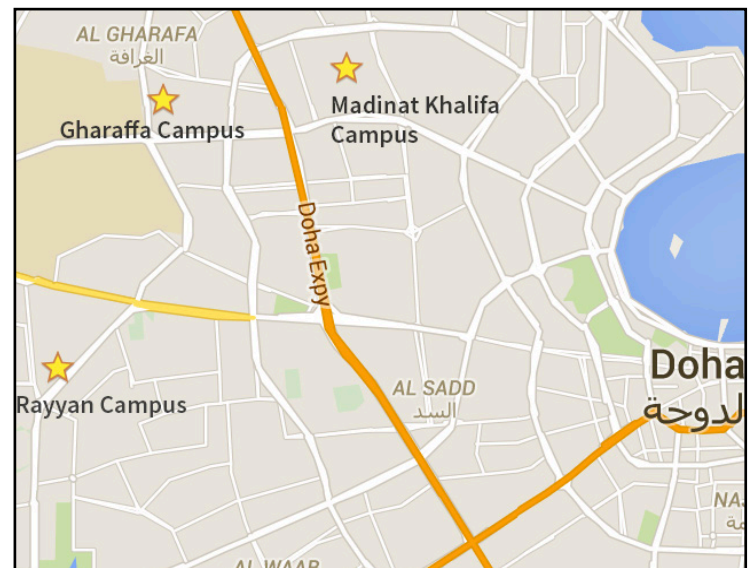
## Contact Details

Gharaffa Campus: +974 4034 9666  
Admissions: +974 4034 9601  
Email: [info.gh@nais.qa](mailto:info.gh@nais.qa)

Rayyan Campus: +974 4034 9777  
Admissions: +974 4034 9702  
Email: [info.ry@nais.qa](mailto:info.ry@nais.qa)

Madinat Khalifa: +974 4034 9888  
Admissions: +974 4034 9821  
Email: [info.mk@nais.qa](mailto:info.mk@nais.qa)

[www.cisdoha.com](http://www.cisdoha.com)



# Accreditations and Associations



# Key Dates 2016-2017

Autumn Term 2016	
Sunday 4 September	First day of Autumn Term
*Tuesday 13-15 September	Eid Al-Adha
Thursday 3 and Sunday 6 November	Half Term break
Thursday 15 December	Last day of Term
16 December - 2 January	Winter break

Spring Term 2017	
Tuesday 3 January	First Day of Spring Term
Sunday 29 January - Thursday 2 February	Half Term break
Tuesday 14 February	School Closed - National Sports Day
Thursday 13 April	Last Day of Term
14 April - 22 April	Spring Break

Summer Term 2017	
Sunday 23 April	First Day of Summer Term
*Friday 26 May	Holy Month of Ramadan expected start date
Sunday 28 May	Half Term break
Thursday 22 June	Last Day of Term
*Friday 23	Summer Break (Expected date of Eid Al Fitr)

\*These dates are subject to change in line with official holidays in Qatar or Ministry of Education regulations.

Parents are advised not to make travel plans at times when the dates of holidays may change. Compass International School, Doha reserves the right to make amendments to these dates as and when necessary and will endeavor to give as much notice as possible.





COMPASS INTERNATIONAL SCHOOL  
DOHA

A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious*